

Montana Department of Public Health & Human Services	Policy
	MT CACFP 1998-3 Rev 4
	Section: All Institutions
Child and Adult Care Food Program	Subject: Training Records
	Date Revised: 9/1/2011

FOR ALL INSTITUTIONS

Federal Regulation 226 requires all institutions to train all staff about the CACFP and its program duties and responsibilities prior to beginning CACFP operations and to provide annual training sessions. The training must include topics of CACFP Program operations and civil rights compliance.

Training sessions are intended to ensure that CACFP institutions and facilities' staff are able to stay in compliance with their program obligations, be informed of regulatory changes, and fulfill all required CACFP responsibilities.

The following documentation is required to be kept on file:

1. The agenda for each and all CACFP trainings that includes the following:
 - Date(s) of the training;
 - Location(s) of the training including address and city.
 - Name(s) and job title of the person(s) presenting the training.
 - Starting and ending time of the training and for each topic presented.
2. An attendance list of all persons who attended the training, including their full name written and their full signature.
3. Documentation of the subject matter discussed in each training session, such as a brief description, learning objectives, notes or other materials used.
4. Copyright permissions, references and sources of content for the training, as necessary.
5. Handouts distributed.

All institutions must keep training records on file for three federal fiscal years plus the current federal fiscal year, as required by federal regulation 7 CFR 226.

ADDITIONAL TRAINING REQUIREMENTS FOR SPONSORING ORGANIZATIONS OF DAY CARE HOMES

Federal Regulation 226.16(d) requires Sponsoring Organizations to train all day care home (DCH) providers in CACFP duties and responsibilities prior to beginning CACFP operations and to provide annual training sessions.

Sponsoring organizations are required to provide a minimum of 4 hours of CACFP training annually to their providers that is approved through Early Childhood Project (ECP). DCH providers are required to attend 4 hours of CACFP training annually provided by their sponsoring organization.

1. Two hours of this training must be program management for CACFP operations, including CACFP contract and civil rights compliance topics. The two hours of program management training for the CACFP must be provided in a face-to-face format; distance learning, correspondence, or on-line formats may not be used for these two hours. Sponsoring organizations with providers outside a 100 mile radius from their office must provide training in a location that reduces travel distance to less than 100 miles. Providers unable to attend a training due to extraordinary circumstances [i.e., medical emergency or extreme weather conditions] must arrange with the sponsoring organization to receive the information, materials and content provided in that training. Make-up training may not be included as part of a monitoring visit and may not be held at the provider's home.
2. The remaining two hours of CACFP training must be nutrition training. Training must include nutrition topics specifically appropriate to the CACFP such as nutrition education, menu planning, food service management, food safety and sanitation.
3. Topics such as First Aid, CPR, recycling, immunization, arts & crafts, gifts, toy building projects, awards ceremony, fund raising, politics, and lobbying are not appropriate and are not allowable for CACFP-required training.